

Cascade County Cottage Food Operation Guidance and Registration Application



As of October 1, 2015, Montana implemented a Cottage Food Program. This allows certain food items to be produced in a home kitchen and sold to the general public. Cottage Food Operators in Montana must specifically meet the requirements of the Administrative Rules of Montana 37.110 Subchapter 5. <http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37%2E110.5>

PLEASE READ ALL OF THE INFORMATION IN THIS PACKET. PROPERLY COMPLETING THIS PACKAGE WILL HELP US TO PROCESS YOUR APPLICATION QUICKER.

- 1) **Implement sanitary food preparation operations.** Items must be produced in a kitchen that is clean and sanitized. The kitchen must have restrictions on eating, drinking, and using tobacco during packaging of cottage foods. Pets are not allowed in the kitchen during food production. **Bare hand contact with ready to eat food (food that will not be cooked or is already cooked) is not allowed.**
- 2) **Only market cottage foods on the approved food list.** This includes:
 - a) Baked good products that may be cooked in an oven including:
 - i) Loaf breads, rolls, biscuits, quick breads, and muffins (no cheese or meat)
 - ii) Cakes (except cheesecake and similar)
 - iii) Pastries or scones (no cheese or meat)
 - iv) Cookies or bars; (must have a cook step; NO-BAKE cookies are not permitted)
 - v) Crackers
 - vi) Cereals, trail mixes or granola
 - vii) Nuts and nut mixes
 - viii) Snack mixes (no cheese or meats)
 - ix) Pies (except meringue, custard style, fresh (unbaked) fruit; pumpkin, or any type that require refrigeration after baking)
 - b) Dried fruits – The following fruits can be dried, packaged and sold as well as other fruits that have a pH of 4.6 or lower:
 - i) Apples, apricots, grapefruit, lemons, limes, mangos, nectarines, oranges, peaches, plums, pomegranates, tangerines, blackberries, blueberries, cherries, cranberries, currants, gooseberries, grapes, raspberries, strawberries and huckleberries
 - ii) by following an approved procedure
 - Must have a minimum internal food temperature of 160°F within 60 minutes of cutting fruit.
 - Must have a minimum internal temperature of 135°F during the entire drying process.
 - Must have a minimum internal temperature of 135°F during the entire drying process.
 - Cannot be packaged in vacuum, reduced oxygen or modified oxygen packaging.
 - c) Standardized Jams, Jellies, Preserves, and Fruit Butters (made with regular sugar; not sugar-free or low sugar, or made with sugar substitutes). **They must contain at least 67% total sugars by weight.** The following are the only approved fruits: (Pepper jellies and similar are not approved without being assessed by a food process authority)
 - **Fruit Butters** made with apple, apricot, grape, pear, plum, prune, quince, and combinations of these fruits.
 - **Fruit jellies** made with apple, apricot, blackberry, black raspberry, boysenberry, cherry, crabapple, cranberry, dewberry, fig, gooseberry, grape, grapefruit, guava, loganberry, orange, peach, pineapple, plum, pomegranate, prickly pear, quince, raspberry, currant, strawberry and youngberry and combinations of these fruits.
 - **Fruit preserves and jams** made with the same fruits as fruit jellies, as well as blueberry, elderberry, huckleberry, rhubarb, tangerine, nectarine, cranberry, and tomato and combinations of these fruits.

Other formulations will need to be assessed to make sure they meet the safety requirements specified in 21CFR150. They cannot contain large chunks of fruit.

- d) Recombining and Packaging of Dry Herbs, Seasonings, or Mixtures (dry soup, teas, coffees, spice seasonings)
- e) Popcorn, popcorn balls, or cotton candy
- f) Fudge, candies or confections that require a cook step and do not require refrigeration after cooking
- g) Molded chocolate using commercial chocolate melts
- h) Other products may be approved on a case by case basis by the department in consultation with the local health authority.

- 3) **Create compliant labels. See example.** Products must be labeled with specific type of label. Your product will not be approved without an appropriate label. This is the most difficult step for applicants. Please review this entire packet for assistance and before attempting to create a label. We recommend using Excel to create spreadsheets of your recipes.
- 4) **Sell directly to consumers.** A face-to-face transaction with the consumer is required. They may be delivered to the purchaser, sold at Farmers' Markets, flea markets, craft bazaars, fairs, etc. Cottage food products cannot be sold to stores, restaurants, distributors, wholesale or by e-mail or mail order.
- 5) **Apply to Cascade City-County Health Department Environmental Health Division.** The application fee is a one-time registration fee of \$40.00. However, if the location of the operation moves, or additional recipes and labels are submitted, the operator will be required to re-register and pay the fee again. All fees are non-refundable.
- 6) **Please review the Administrative Rules of Montana** 37.110 Subchapter 5 "Cottage Food Operations" these are the standards you are required to meet and maintain.
<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=37%2E110.5>
- 7) A Home occupancy license or certificate may be required.
Contact City of Great Falls Planning 406-455-8414
http://greatfallsmt.net/sites/default/files/fileattachments/planning_and_community_development/page/38551/home_occupation_certificate_application.pdf
or Cascade County Planning Department 406-454-6905.
<http://www.cascadecountymt.gov/doc/homeoccupationpermit.pdf>

You may complete your application in Word and/or Excel and submit electronically. CCHD still requires an original signature on page 4, "APPLICATION FOR COTTAGE FOOD OPERATION REGISTRATION" and all 6 requirements must be submitted.

APPLICATION FOR COTTAGE FOOD OPERATION REGISTRATION

A cottage food operation allows for food that is not potentially hazardous such as baked goods, jam, jellies, preserves, fruit butters, or dry spice blends to be produced in the kitchen of a person's primary domestic residence in Montana and only for sale directly to the consumer, by the producer.

Cottage Food Operation products cannot be sold to stores, restaurants, wholesale via the internet, or by mail order. Products cannot be sold outside the state of Montana.

Name of Cottage Food Operation:		
Owner Name(s):		
Address of Domestic Home Kitchen: (must be in Cascade County)	City:	Zip:
Mailing Address if different than above:	City:	Zip:
Phone Numbers:	Email:	
PREVIOUSLY REGISTERED? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, Registration #:	
Water Source? Public Water <input type="checkbox"/> _____ Private Well <input type="checkbox"/> (water tests may be required)		
Sewage Disposal? Public <input type="checkbox"/> Individual system operated according to law <input type="checkbox"/> Septic Permit Number:_____		
Products (you must submit a recipe and label for each product listed)		
Please list the specific products you are registering: 		
Owner's Statement		
The information provided in this application accurately represents my operation and I understand that I must grant the local health official access to my residence for the purpose of inspection in the event of a complaint based on an illness associated with my product(s).		
Signature(s) of owner(s)		Date:

Please remit check or money order for \$40.00, payable to CCHD (City-County Health Department) with this application. No refund of fees after receipt of Cottage Food Operation Application.

***** For office use only *****

Approved by:

Date:

Conditions:

Requirement #1 - Cleaning and Sanitizing Processes

Even though Cottage Food Operations are not held to retail food standards, your food must be produced in a clean and sanitary kitchen that limits access of pets. See ARM 37.110 subchapter 5 "Cottage Food Operations" for expectations.

Submit:

- A list of how the equipment, utensils, and product contact surfaces will be cleaned and sanitized, and how often. There is a difference between "clean" and "sanitize". Dish detergent is used to clean; bleach is used to sanitize. **Regular, unscented bleach is recommended** since it is approved for sanitizing surfaces between allergens and it kills more viruses than other sanitizers.
- A description of how you will control allergens, including how you will clean and sanitize surfaces/utensils/equipment between preparation of products with allergens and products that do not contain allergens.
- A description of how allergens, such as flour, will be stored. (i.e. not near ingredients used in non-wheat products).

You may not use household cleaners such as bleach wipes, Lysol, Windex, 409, etc. on food contact surfaces, equipment, or utensils.

LIST CLEANING STEPS AND PRODUCTS USED (e.g. 1 tbsp of plain, unscented, liquid bleach will be mixed with 1 gallon of water and used to wipe down all food contact surfaces):

IDENTIFY HOW ALLERGEN INGREDIENTS WILL BE STORED TO PREVENT CROSS-CONTAMINATION (e.g. nuts will be stored in sealed container away from other products):

Requirement #2 - Recipes

Submit: You can do this in Excel and submit via email

Recipe List- Submit a recipe sheet for each the products you are applying to be registered
(Convert all the amounts of ingredients to weight (ounces, grams, etc.)

Recipe	Convert to grams
chocolate chip cookies with walnuts	
1/4 cup unsalted butter	59.2
1/4 cup vegetable oil	59.2
3/4 cup dark brown sugar	177.5
2 large eggs	48.8
1 teaspoon vanilla extract	1.8
2 1/4 cup all purpose flour	532.4
12 ounce bag semisweet chocolate chips	340.2
3/4 teaspoon baking soda	3.8
1 teaspoon salt	5
1 cup chopped walnuts	236.6

Then sort by weight. (you can do this in Excel and submit as your Recipe Sheet via email)

chocolate chip cookies with walnuts	grams
2 1/4 cup all purpose flour	532.4
12 ounce bag semisweet chocolate chips	340.2
1 cup chopped walnuts	236.6
3/4 cup dark brown sugar	177.5
1/4 cup unsalted butter	59.2
1/4 cup vegetable oil	59.2
2 large eggs	48.8
1 teaspoon salt	5
3/4 teaspoon baking soda	3.8
1 teaspoon vanilla extract	1.8

Using the sorted recipes, you can begin creating your labels since the ingredients must be listed by weight.

USEFUL CONVERSIONS

1 teaspoon = 5 grams
1 Tablespoon = 15 grams
1 cup = 236.6 grams
1 ounce = 28.35 grams
1 gram = 0.35 ounces
1 large egg = 48.8 grams

Recipes

Clearly explain the ingredients of your recipes and the measurements.

- ❖ Each variation of a recipe needs to be submitted. For example, "Chocolate Chip Cookies" and "Chocolate Chip Cookies with Walnuts".
- ❖ If you are greasing a pan, the specific grease used also needs to be listed in your ingredients.

Requirement #2 continued- Recipe Sheet

(complete one sheet for each product.) Note: you do not have to use this sheet; you may create a similar sheet in Word or Excel and email.

Product Name: _____ (this must match the name on your label)

Clearly identify the ingredients of your recipes (**powdered sugar vs confectioner's sugar**) and the measurements. The ingredients listed here must match the label ingredients exactly. Please use the same terms throughout this application.

- ❖ Each variation of a recipe needs to be submitted separately (both the receipt and label) For example, "Chocolate Chip Cookies" and "Chocolate Chip Cookies with Walnuts" requires the submission of two recipes and two labels.

Ingredients (be specific: butter vs unsalted butter)	Amount in grams/ounces/pounds

Directions: make sure all of the ingredients are used in one or more step(s) the directions.

Requirement #3- Labeling

Submit: **You must submit a label for every recipe submitted.**

Using your sorted recipe to create your label helps insure accuracy.

chocolate chip cookies with walnuts	grams
2 1/4 cup all purpose flour	532.4
12 ounce bag semisweet chocolate chips	340.2
1 cup chopped walnuts	236.6
3/4 cup dark brown sugar	177.5
1/4 cup unsalted butter	59.2
1/4 cup vegetable oil	59.2
2 large eggs	48.8
1 teaspoon salt	5
3/4 teaspoon baking soda	3.8
1 teaspoon vanilla extract	1.8

Basic ingredients (by weight) **All Purpose Flour, Semi Sweet Chocolate Chips, Chopped Walnuts, Dark Brown Sugar, Unsalted Butter, Vegetable Oil, Eggs, Salt, Baking Soda, Vanilla Extract.**

Now add the sub-ingredients ONLY TO THE LABEL.
This is a very import for identifying allergens.

Ingredients: **All Purpose Flour**(bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), **Semi Sweet Chocolate Chips** (sugar, unsweetened chocolate, cocoa butter, soy lecithin, milk), **Chopped Walnuts, Dark Brown Sugar**(sugar, molasses), **Unsalted Butter**(cream, natural flavor), **Vegetable Oil**(soy bean oil), **Eggs, Salt, Baking Soda, Vanilla Extract**(vanilla bean, alcohol, water)

Review all of the ingredients and their sub ingredients for allergens. Then call out the allergens in your recipe.

This is done by the "Contains:" list.

See example below.

(allergens do not need to be in bold; they are in bold here for easy identification)

Ingredients: All Purpose Flour(bleached **wheat** flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), Semi Sweet Chocolate Chips(sugar, unsweetened chocolate, cocoa butter, **soy lecithin, milk**), Chopped **Walnuts**, Dark Brown Sugar(sugar, molasses), Unsalted Butter(**cream**, natural flavor), Vegetable Oil(soy bean oil), **Eggs**, Salt, Baking Soda, Vanilla Extract(vanilla bean, alcohol, water)
Contains: Wheat, Soy, Milk, Walnuts, Eggs

COMMON BAKING INGREDIENTS AND THEIR SUB-INGREDIENTS

Confectioner's Sugar contains sugar and cornstarch

Baking Powder may contain cornstarch, sodium bicarbonate, sodium aluminum sulfate, monocalcium phosphate.

Brown sugar contains sugar and molasses

Whipping cream may contain cream, milk, carrageenan, mono and diglycerides, polysorbate 80

Sub-ingredients must be listed on the label.

Some common allergens are found in sub ingredients.

For example, vegetable oil may contain soy.

MAJOR ALLERGENS:

These must be called out on your label if they are an ingredient or sub-ingredient in your product.

- **Milk** (includes: cream, caseinate, curds, whey, lactose, etc)
- **Wheat**
- **Eggs**
- **Peanuts**
- **Tree Nuts** (includes: almonds, pecans, hazelnuts, walnuts)
- **Soy** (includes soy milk, soy lecithin, soybean oil)
- **Fish**
- **Shellfish**

STOP: Before you make a claim such as "gluten-free", "sugar free", etc, please visit the FDA's website to insure your product meets their definition. www.fda.gov

Requirement #4 – Label continued

This statement must in size 11 font or greater:

“Made in a home kitchen that is not subject to retail food establishment regulations or inspections.” The size of the font for the other label requirements are up to you.

Example label. **ALL ELEMENTS OF THIS LABEL ARE REQUIRED.**

You may have more than one label, but this label is mandatory.

<p>Made in a Home Kitchen that is not subject to retail food establishment regulations or inspections.</p> <p>Chocolate Chip Cookies with Walnuts</p> <p>Ingredients: All Purpose Flour(bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), Semi Sweet Chocolate Chips(sugar, unsweetened chocolate, cocoa butter, soy lecithin, milk), Chopped Walnuts, Dark Brown Sugar(sugar, molasses), Unsalted Butter(cream, natural flavor), Vegetable Oil(soy bean oil), Eggs, Salt, Baking Soda, Vanilla Extract(vanilla bean, alcohol, water)</p> <p>Contains: Wheat, Soy, Milk, Walnuts, Eggs</p> <p>Ashley Bryant 2550 Helena Lane Helena, MT 59620</p> <p>Net weight 8 oz (227g)</p>
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Explanation of the required parts of the label:

This is the only statement on the label that needs to be in size 11 font.

Made in a Home Kitchen that is not subject to retail food establishment regulations or inspections.

Chocolate Chip Cookies with Walnuts

Name of the Cottage Food Product (it must match the name on the recipe)

Ingredients listed from highest weight to lowest weight. Make sure this matches your recipe EXACTLY. Also include sub-ingredients.

Ingredients: All Purpose Flour(bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), Semi Sweet Chocolate Chips(sugar, unsweetened chocolate, cocoa butter, soy lecithin, milk), Chopped Walnuts, Dark Brown Sugar(sugar, molasses), Unsalted Butter(cream, natural flavor), Vegetable Oil(soy bean oil), Eggs, Salt, Baking Soda, Vanilla Extract(vanilla bean, alcohol, water)

Contains: Wheat, Soy, Milk, Walnuts, Eggs

The eight MAJOR ALLERGENS must be called out in a “Contains:” statement if they are listed as an ingredient or sub-ingredient.

Name, address, city, state, and zip code of Cottage Food operation
This CANNOT be a PO BOX.

Ashley Bryant 2550 Helena Lane Helena, MT 59620

Net quantity, weight or volume. In ounces and grams (metric). Could be Count if appropriate.
For example one loaf. Cannot be approximate.

➡ Net weight 8 oz (227g)

Requirement #5- Production Process

Submit:

- A copy of all processing steps you take that are not listed in the recipe or packaging.
- List of equipment to be used within Registered Area (not including standard household appliances)

Examples of non-listed steps such as:

- Boiling jam jars prior to filling or
- Cooling and storing breads/cookies/cakes on a cooling rack placed on the counter for 3 hours after the bake step.
- Using filler for cupcakes or cake (how and when is that filler added)
- Brewing coffee for a recipe

- Processing

Some processing steps will be identified in the recipes and some will be identified in the packaging. This page is to identify any non-listed steps of the processing or packaging in detail to review for hazards that may be introduced.

Several recipes may have the same process. If so, you may list all of the recipes that have the same process on one sheet.

LIST OF PROCESSING STEPS AND SPECIAL EQUIPMENT (e.g. dehydrator, pressure cooker):

Requirement #6- Packaging Process

Submit:

- ✓ A description of all the types of packaging you will use and the process of how the product will be packaged.
- ✓ REMINDER: Bare hand contact with ready to eat food is not allowed. Wash and glove!

Examples:

- “I use new plastic baggies from the grocery store, and with disposable gloves place two cookies in a baggie and seal with a twist tie then label.
- “I use canning jars and two piece commercial canning lids to seal the jam while it is hot.”

- *Packaging*

Some packaging steps will be identified in the recipes and some will be identified in the packaging. This page is to identify any non-listed steps of the processing or packaging in detail to review for hazards that may be introduced.

Several recipes may have the same process. If so, you may list all of the recipes that have the same process on one sheet.

LIST OF TYPE OF PACKAGING AND THE PROCESS (e.g. boiling glass jars; items are wrapped individually with clear food wrap):